

**BY ORDER OF THE SUPERINTENDENT**



**AFMAN 23-110, VOL II, PART TWO,  
CHAPTER 16**

**HQ UNITED STATES AIR FORCE ACADEMY  
Supplement 1**

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**Supply**

**REVERSE-POST PROCEDURES**

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An ( | ) identifies revisions from the previous edition.

**Section 16B- REVERSE-POST PROCESSING**

16.6.6.2. Forward the reverse post request to Document Control the same duty day the freeze code is loaded.

**Attachment 16A-3. SAMPLE REVERSE-POST CONTROL LOG**

A16.3-1. (Added) Reverse posts will be controlled by using USAFA Form 0-393, Reverse Post Request. A separate file of all completed reverse post will be maintained by calendar month. This file will contain a copy of the 0-393, a copy of the original document and a copy of all reverse post transactions created as a result of the reverse post request. The original copy of the reverse post request, original document and copy 1 of all reverse post output documents will be filed according to normal procedures.

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